

CLASS TITLE:

PERSONNEL AIDE

Class Code: 02733100

Pay Grade: 19A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of subprofessional duties in the state's central personnel and employee relations program or in a large state department's or agency's personnel and employee relations program; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with established policies, procedures and methods; work is reviewed usually upon completion for conformance with such policies, procedures and methods.

SUPERVISION EXERCISED: May supervise the work of a small group of clerical employees engaged in the preparation and processing of a variety of personnel actions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of sub-professional duties in the state's central personnel and employee relations program or in a state department's or agency's personnel and employee relations program such as:

to interview applicants for employment in the state service; to provide information of a nontechnical nature to them and to counsel and advise them of current employment opportunities and of other types of employment described in the state position classification plan for which they may be potential candidates; to assist applicants for employment in the preparation of application and related required forms; to be responsible for reviewing the preparation and processing of a variety of personnel action forms such as those for: appointment, promotion, reemployment, transfers, demotions, termination, leaves of absence, allocations, reallocations of positions, and others requested by departments and agencies; to be responsible for the review of such forms to assure their completeness, accuracy and propriety, and conformance to pertinent law, rules, regulations and policy.

To assist in assembling and preparing nontechnical data and information for use of technical personnel in their development and maintenance of central office of departmental activities and programs.

To perform routine typing duties in the preparation and processing of personnel forms; to maintain files relating to personnel actions.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of those provisions of the State Merit System Act and Personnel Rules which relate to employment, promotion, working conditions, termination, reemployment, leaves of absence and to the classified pay plan; a familiarity with the basic principles of interviewing persons and of employment counseling; the ability to apply such principles; the ability to interpret and apply such provisions; the ability to provide non technical information to employees and the public relative to the types of employment described in the state's position Classification Plan; the ability to review the preparation and processing of a variety of personnel action forms to assure their completeness, accuracy, propriety and conformance to the above referred to Act and Rules; the ability to establish and maintain effective working relations with employees, state officials and the public; the ability to perform routine typing duties characteristics of those required to type personnel action forms; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a responsible position in a personnel and employee relations program involving the preparation and processing of personnel action forms and involving frequent contact with employees and officials relative to such personnel actions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 30, 1968

Editorial Review: March 15, 2003